**Present:** Carrie Sweatland, Heather Davis Schmidt, Linda Simon, Michelle Thornblade, Shannon Fiebelkorn, Jennifer Quien (MSU Nursing student working with Linda this semester)

**Absent:** Barb Rasmussen, Sarah Conkle, Stacey Rossmiller, Amy Smart, Susie Mueller, Nicole Schreckendgust, Burley McWilliams, Dave Rott, Andrea Schuelter, Carl Thornblade, Molly Iverson, Tracy Ursery

**Resigned:** Leon Slater

1. We did brief introductions ( Jennifer is a new visitor)
2. Linda reviewed last June’s meeting, timelines and where we are now
   * Last “official” drafts from parents had not been received in July. This is fine and is giving more time anyway.
3. We reviewed present committee forms
   * Shannon gave several comments, many on the allergen restricted tables
   * If anyone has additional comments in the next week or so please send to Linda.
4. Revised timeline
   * See below table
   * The district will pull together new procedures using the National School Boards Association “Safe at school and Ready to Learn”. This has a template for procedure development that will help the district structure the revised procedure.
5. Heather and Linda are giving an update to Personnel, Negotiations and Policy Committee (PN&P) re: the various work re: allergies. This will be September 24th Wednesday Noon **Business Building Board Room** at noon.
6. Next meeting is November 20th 4:30-6:00 pm Administration Building Room 22. Committee may offer feedback on drafted procedures.

TIMELINE:

|  |  |
| --- | --- |
| Revised Timeline | What |
|  | Committee offers feedback to various forms |
| September 18th | Committee edits |
| By November 13th | District review |
| November 13th-20th | Committee reviews and offers comments |
| November 20th- January 20th | Attorney review |
| Cabinet review |
| January 28th | PN&P Information |
| February 10th | Full board Information |